



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

STAFF NURSE

Class No. 004538

■ CLASSIFICATION PURPOSE

To provide professional, specialized nursing care to adolescents and/or adult patients in hospital and mental health facility; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are found in the Health and Human Services Agency. Incumbents may be assigned to skilled, long-term care nursing and mental health facilities.

Under general supervision, incumbents are Registered Nurses who possess specialized skills in the areas of long-term care and mental health nursing. This class differs from the next higher-level class, Head Staff Nurse, in that the latter has first-line supervisory responsibilities for a specific area/unit and may act in the absence of a Supervising Nurse.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential functions:

1. Conducts a thorough assessment of the primary medical or psychological complaints and basic symptoms of communicable diseases before administering any treatment or medication.
2. Performs assessment of patients to make initial determination of patient condition, need for treatment, medications, and/or medical/psychiatric/dental referrals.
3. Conducts a thorough technical assessment: blood pressure, temperature, pulse, height, weight, venipuncture, urine tests, pregnancy tests, blood glucose, injections and inoculations, according to nursing protocols.
4. Responds promptly to facility emergencies with appropriate emergency response equipment and in accordance with appropriate mental and medical health protocol.
5. Plans and provides direct nursing care and treatment in accordance with established Standardized Nursing Procedures (SNP), and Edgemoor Hospital's policy and procedures.
6. Dispenses, prepares and administers immunizations and medications (unit doses, liquid and powder form) according to protocol.
7. Utilizes medical cart for dispensing medication in house units.
8. Identifies basic medical indications of alcoholism and substance abuse and overdose signs and symptoms.
9. Provides appropriate patient education according to Standardized Nursing Procedures (SNP).
10. Accurately follows oral and written instructions, including physician orders, Standardized Nursing Procedures (SNP), clinical protocols, and orders for treatment.
11. Interprets and complies with laws, rules, regulations, protocols, and procedures to include security requirements applicable to the Edgemoor Hospital setting.
12. Documents medical charts, all patient information and follows physician's written orders.
13. Maintains patient confidentiality.

14. Maintains accurate records and documentation of patient treatments, immunizations and lab results according to standard medical record keeping.
15. Identifies normal and abnormal laboratory results and uses common current medical terminology appropriately in written documents and verbal reports.
16. Uses and cares for medical equipment used in a clinical and dispensary setting.
17. Arranges further medical attention when necessary.
18. May train and supervise lower level paraprofessional nursing staff.
19. Provides courteous, high quality service to patients and members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of nursing (anatomy, physiology, microbiology, social and legal aspects of nursing, nutrition and pharmacology).
- Medical procedures, medications, and equipment in current use.
- Patient safety and facility security policies and procedures.
- Emergency medical procedures.
- Common illnesses, diseases, disabilities, injuries and behavior patterns.
- Motivation and rehabilitation techniques.
- Principles and practices of community disease control, health prevention and promotion.
- Principles of interviewing, teaching and counseling.
- Principles of emotional, intellectual and physical aspects of health and nutrition.
- Program policies and procedures of hospitals, mental health facilities, and public health clinics.
- Community resources and services relevant to healthcare.
- Principles of supervision and training.
- Computer software programs and applications.
- County customer service objectives and strategies.

Skills and Abilities to:

- Develop appropriate nursing care plans.
- Observe, assess and evaluate patients' behavior, medical condition and care.
- Respond appropriately to medical and institutional emergencies.
- Offer assessments for Minimum Data Set/Residential Assessment Protocols (MDS - RAPS) and long-term care.
- Prepare and maintain accurate records, charts, and reports on patient activities and care.
- Train and supervise lower level paraprofessional nursing staff.
- Communicate effectively with patients and their families, both individually and in-group settings.
- Coordinate patient care and treatment with other staff disciplines.
- Communicate effectively orally and in writing.
- Assess the patient's immediate needs and ensure receipt of care through personal service or referral.
- Operate personal computer.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above.

Possession of a valid and current Registered Nurse license issued by the California Board of Registered Nursing which must be maintained throughout employment. Some experience or course work in the areas of skilled, psychiatric, geriatric and/or long-term care nursing is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Occasional: sitting, squatting, kneeling, neck and waist twisting, and hand pushing and pulling. Must be able to lift up to 11 lbs., and occasionally 70 lbs.

■ SPECIAL LICENSES, NOTES, OR REQUIREMENTS

License

Valid California Registered Nurse License is required at time of application and must be maintained throughout employment.

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Valid CPR card required at the time of appointment and must be maintained throughout employment.

Working Conditions

May be exposed to patients with communicable diseases and persons that may be hostile or violent.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 30, 1979 (Staff Nurse I)
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Staff Nurse (Class No. 004538)

Union Code: RN

Variable Entry: Y